

Deputy Director for Plans  
3 C 34, Hq.

Tom:

STATINTL

It is with pleasure that I forward the attached letter reporting that [ ] is one of five winners of special awards to be presented by the Association of Records Executives and Administrators. I am told that [ ] received direct notification that he has won this award.

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STATINTL

Per Colonel White's note, attached, could you designate someone to represent the Agency at the awards luncheon. We have learned from [ ] that this essentially is a Records Management Officers' affair so that you may want to suggest to (over)

STAT

Director of Personnel  
5 E 56, Hq. [ ]

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[ ] and his Record Management Officers that they might want to attend this luncheon. [ ] has some tickets for sale. This is not an affair like the National Civil Service League awards dinner where, as you know, we make an all-out effort to have a large Agency representation. At this particular ceremony all of the Records Management Officers in government will probably be present and it will be enough if the Agency's Records Management Officers decide to go.

STAT

I have already been in touch with Mr. Newgard. When you have designated someone who will represent you and the Agency, please let me know and we will notify Mr. Newgard.

STATINTL

*Please Congratulate*



*for me*

*LHW*

24 SEP 1971



GRAND CENTRAL STATION  
NEW YORK, N.Y. 10017

P.O. BOX 14082  
WASHINGTON, D.C. 20044

GREATER WASHINGTON, D.C. CHAPTER  
P.O. BOX 89  
WASHINGTON, D.C. 20044

METROPOLITAN NEW YORK CHAPTER  
P.O. BOX 555  
TIMES SQUARE STATION  
NEW YORK, N.Y. 10036

## ASSOCIATION OF RECORDS EXECUTIVES AND ADMINISTRATORS

September 20, 1971

Honorable L. K. White  
Executive Director  
Central Intelligence Agency  
Washington, D. C. 20505


Dear Mr. White:

STAT  of your Agency has been selected for special recognition at the Seventh Annual Federal Paperwork Management Awards Luncheon on Wednesday, November 10, to be held at the Washington Hilton Hotel. As a recipient of one of five special awards, we feel you can be proud of the extra effort this manifests on the part of your Agency.

We would be honored to have you present on this occasion and are enclosing a guest ticket for your use at this luncheon. If your schedule will not permit your being present in person, we sincerely hope you will select someone from your staff to represent you and your Agency.

Please advise Mr. Osmond Newgard of the National Archives and Records Service, Washington, D. C. 20408, Code 13, extension 34425, by October 22, 1971, of your Agency plans for representation.

Sincerely,

  
DUDLEY F. JUDD  
International President

Enclosure

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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
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Remarks:

Tom & Harry: May I ask you to coordinate on this. Someone should call Mr Newgate fairly promptly. I suggest DDP or his designee represent the Agency and

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Executive Director

24 SEP 197

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FORM NO.  
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2	Executive Director-Comptroller 7 E 12, Headquarters						2 JUN 1971		[Signature]		
3											
4	Director of Personnel 5 E 56, Headquarters						4 June 71		[Signature]		
5	DV/Pers/SP						4 JUN 1971		[Signature]		
6	CIBS						7 JUN 1971		[Signature]		
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Remarks:  After signature, please return the original letter and nominating documents to OD/Pers. The appropriate number of copies will then be prepared for submission to the Awards Committee, AREA, as well as for internal distribution.											
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